

# Sample Receipt Checklist

Laboratory: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Lab Contact: \_\_\_\_\_ Lab Contact: \_\_\_\_\_

Inspector: \_\_\_\_\_ Inspector: \_\_\_\_\_

## Sample Check-In and Receipt Documentation (\*1)

☐ Chain of Custody ☐ Receipt Document (non-custody) ☐ Sample Condition Upon Receipt

☐ Other: \_\_\_\_\_

## Thermal Preservation Verification (\*2\*1\*4)

Thermometer: ☐ Glass ☐ Digital ☐ Infra Red ☐ Other: \_\_\_\_\_

Calibration Checks: ☐ Yes ☐ No

IR verification: ☐ Every 6 months (at a minimum of 2 points across range of use)  
☐ Daily (at a single point i.e., 6°C) - If verifications are greater than 0.5 °C, recalibrate.

Samples Received: ☐ Ice ☐ Dry Ice ☐ Blue Ice (not acceptable for NC samples) ☐ Walk-in (≤15 min.)

☐ Environmental Sample Temp. ☐ Temp. Blank ☐ Other: \_\_\_\_\_

## Chemical Preservation Verification (\*2\*1)

☐ Checked in field ☐ Checked in receiving ☐ Checked at bench ☐ Paper ☐ Meter

## Documentation of pH Meter Calibration (\*4\*1)

☐ Cal. Buffers ☐ Cal. Check ☐ Annual Temperature Sensor Check

Buffer/Exp. Dates: \_\_\_\_\_

## Chlorine Checks (\*2\*1)

☐ Checked in field ☐ Checked in receiving ☐ Checked at bench ☐ Test Strips ☐ Meter ☐ DPD Visual

Samples Checked At Bench: ☐ Bacteria ☐ VOC ☐ Other: \_\_\_\_\_

## Sample Anomaly Procedures for Collection, Preservation/Hold Time Violations (\*3)

Client Notification: ☐ Yes ☐ No

Laboratory Certification Notification: ☐ Yes ☐ No

Data and DMR Qualification: ☐ Yes ☐ No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Lab Contact/Q.A: \_\_\_\_\_  
(Print Name Please)

Lab Contact/Q.A: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

<b>Footnote 1:</b>	Requirements specific to quality control plans, documentation of proper analytical practices, supporting documentation, and document retention are found in 15A NCAC 2H .0805 (a) (7), (A) and (E) and (G).
<b>Footnote 2:</b>	Requirements specific to sample documentation, sample containers, pre-treatment, preservation, shipping and storage are found in 40 CFR Part 136 Table II and 15A NCAC .0805 (a) (7) (M).
<b>Footnote 3:</b>	Requirements specific to documentation and notification for sample anomalies and quality control failures are located in 15A NCAC 2H .0805 (a) (7) (N).
<b>Footnote 4:</b>	Where methods and/or regulations are not specific or require clarification, a North Carolina Wastewater/Groundwater Laboratory Certification (NC WW/GW LC) Policy statement is cited.